



Web Enabled Safety System



WESS ***Module*** ***2B***

Managing **Your Account**



Managing Your Account

At the WESS Main Menu screen, a List of User Activities is displayed.



In the frame at left, Click on "Maintain Account" to update your User Account information.



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Your Existing Reports "User's Name"

Drafts		
Serl#	Date	Description
<input type="button" value="Delete"/>		

Approval Needed		
Serl#	Date	Description

Release Pending		
Serl#	Date	Description

Release Action Needed		
Serl#	Date	Description

Endorsement Needed		
Serl#	Date	Description

Activities

-  [Class A/B Notification](#)
-  [Create New Report](#)
-  [Create From Template](#)
-  [Maintain Account](#)
-  [Notifications](#)
-  [Feedback Form](#)
-  [Return home](#)
-  [JReports](#)
-  [Logout](#)

Managing Your User Account

WESS Account Management

Change your WESS Account's Password

[Change Login Password](#)

Update your WESS Account information.

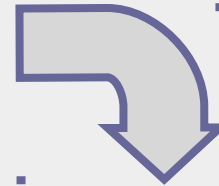
[Update WESS Account Information](#)

Update your Official Email Address.

[Update Official Email Address](#)

Change your color scheme

[Help](#)



The Account Management screen allows the User to modify four different sets of

Clicking on
“[Change Login Password](#)”
displays the
screen at
right.

Change Password for User Account

[Help](#)

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 9 characters, contain at least two upper case letters, at least two lower case letters, at least two numeric characters, and at least two special characters, i.e., [!@#\$%^&*0_~\(|)\n:~<.>^?]

Note: Once you have changed your password, you will be logged out for security purposes.

Enter Old Password:

Enter New Password:

Verify New Password:

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.



Changing Your Password

Change Password for User Account “User’s Name” [Help](#)

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 9 characters, contain at least two upper case letters, at least two lower case letters, at least two numeric characters, and at least two special characters, i.e., [!@#\$%^&*0_~\|/{}~:~<.>^?]

Note: Once you have changed your password, you will be logged out for security purposes.

Enter Old Password:

Enter New Password:

Verify New Password:

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

First enter your Old Password and then enter a new one and verify it.

Then Click the “Submit” button. .

Remember that the Password must meet the following rules:

The New Password must contain at least 9 characters, at least two capital letters, at least two lower case letters, at least two number and at least two “special” characters, e.g. ! @ # \$ % &, etc.



Updating Account Information

The screenshot shows the 'WESS Account Management' page. It has a yellow header bar with the title 'WESS Account Management' and a 'Help' button. Below the header, there are several options for account management, each with a 'Change' or 'Update' label and a corresponding link. A red rounded rectangle highlights the 'Update your WESS Account information.' link. A callout box on the right side of the page contains the text: 'To Modify other User Information, Click "Update Wess Acct Information"'.

WESS Account Management

[Help](#)

Change your WESS Account's Password
[Change Login Password](#)

Update your WESS Account information.
[Update WESS Account Information](#)

Update your Official Email Address.
[Update Official Email Address](#)

Change your color scheme.
[Change your color scheme](#)

To Modify other User Information, Click "Update Wess Acct Information"

There are 8 different data entries that a User may Modify in the next entry screen, without requiring an entirely new account:

The user's Rate/Rate/Grade, Position/Title, Command PLA and Mailing Address, Commercial and DSN Telephone numbers, and a new "Challenge question and answer.

WESS Account Update Screen

Activities

 [Return Home](#)

 [Maintain Account](#)

User Data
may be
modified in
any of the
active text
boxes at
right.

Click "Next"
to submit
the changes.

Please verify your account information.

Official email address and Command UIC may be changed from options listed on the Main Menu.

* Editable Fields that require data entry.

User ID	<i>cmalmond</i>
First Name	<i>Charles</i>
Middle Name	<i>M</i>
Last Name	<i>Almond</i>
Rate/Rank/Grade *	<input type="text" value="GS-0690-11"/>
Position/Title *	<input type="text" value="Industrial Hygienist"/>
Command UIC	<i>N63393-NAVAL SAFETY CENTER NORFOLK VA</i>
Command PLA *	<input type="text" value="COMNAVSAFECEN"/>
Official Email Address	<i>charles.almond@navy.mil</i>
Official Mailing Address (press Shift-Enter at end of each line) *	<div><div>Naval Safety Center</div><div>375 A Street</div><div>Norfolk, VA 23511-4399</div></div>
Telephone (include Area Code) *	<input type="text" value="757-444-3520, x7157"/>
DSN	<input type="text" value="564-3520, x7157"/>
Safety Authority Name *	<i>Charlie Kiriakou</i>
Safety Authority Official Email *	<i>charles.kiriakou@navy.mil</i>
Safety Authority Phone (include Area Code) *	<i>757-444-3520 x7303</i>
Safety Authority DSN	<i>757-444-3520 x7303</i>
Request Justification	<i>WESS Beta Test</i>
Challenge Question *	<input type="text" value="What is the city of your birth?"/>
Challenge Answer *	<input type="text" value="Norfolk"/>



Summary of Account Updates

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Activities
[Return Home](#)
[Maintain Account](#)

User Account Summary for "User's Name"

[Help](#)

User ID	<i>cmalmond</i>
First Name	<i>Charles</i>
Middle Name	<i>M</i>
Last Name	<i>Almond</i>
Rate/ Rank	<i>GS-0690-11</i>
Position / Title	<i>Industrial Hygienist</i>
Command UIC	<i>N63393-NAVAL SAFETY CENTER NORFOLK VA</i>
Command PLA	<i>COMNAVSAFECEN</i>
Official Email Address	<i>charles.almond@navy.mil</i>
Official Mailing Address	<i>Naval Safety Center 375 A Street Norfolk, VA 23511-4399</i>
Telephone Number	<i>757-444-3520, x7157</i>
DSN Number	<i>564-3520, x7157</i>
Safety Authority Name	<i>Charlie Kiriakou</i>
Safety Authority Official Email	<i>charles.kiriakou@navy.mil</i>
Safety Authority Phone	<i>757-444-3520 x7303</i>
Safety Authority DSN	<i>757-444-3520 x7303</i>
Justification	<i>WESS Beta Test</i>
Challenge Question	<i>What is the city of your birth?</i>
Challenge Answer	<i>Norfolk</i>

[Continue](#)

A Summary screen will appear next. If you accept the changes, as displayed, Click "Continue".



Changing Your Email Address

WESS Account Management

[▶ Help](#)

Change your WESS Account's Password

[Change Login Password](#)

Update your WESS Account information.

[Update WESS Account Information](#)

Update your Official Email Address.

[Update Official Email Address](#)

Change your color scheme.



Click on
**“Update
Official
Email
Address,”** if
it should
ever need to
be modified.

Enter your
new **Official
Email
Address** and
again to verify
it.

Then click
“Submit”.

Update Official Email Address for “User’s Name”

[▶ Help](#)

Please be aware that your account will be locked until you verify your new email address. You will receive an email at your new email address requesting verification. Once you complete the verification process, your new email address will be updated in the system and you will have access to WESS.

User ID	<i>cmalmond</i>
Current Email Address	<i>charles.almond@navy.mil</i>
New Official Email Address	<input type="text"/>
Verify New Email Address	<input type="text"/>


Submit

Cancel



Changing Color Schemes

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WESS Account Management

[Help](#)

Change your WESS Account's Password
[Change Login Password](#)

Update your WESS Account information.
[Update WESS Account Information](#)

Update your Official Email Address.
[Update Official Email Address](#)

Change your color scheme.
[Change your color scheme](#)

The default Color Scheme in WESS is gold. Click on **“Change your color scheme”**, if you wish to Modify the Screen “Skins”...

Optional Color Schemes

There are currently 17 different Color Schemes available in WEISS.

Click the radio button next to the selection of your choice and Click next.

Please select the color scheme that you wish to change to

Help

Safety Hazard/Warning Reporting System - FOR OFFICIAL USE ONLY

Web Enabled Safety System WEISS

Default Gold

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Web Enabled Safety System WEISS

Navy

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Web Enabled Safety System WEISS

Marine

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Web Enabled Safety System WEISS

Blue

Safety Hazard/Warning Reporting System - FOR OFFICIAL USE ONLY

Web Enabled Safety System WEISS

Ice

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Web Enabled Safety System WEISS

Khaki

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Leaf Blue

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Lime

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Maroon

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Peas

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Pink

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Web Enabled Safety System WEISS

Plum

Safety Hazard/Warning Reporting System - FOR OFFICIAL USE ONLY

Web Enabled Safety System WEISS

Red Olive

Safety Hazard/Warning Reporting System - FOR OFFICIAL USE ONLY

Web Enabled Safety System WEISS

Sand

Safety Hazard/Warning Reporting System - FOR OFFICIAL USE ONLY

Web Enabled Safety System WEISS

Sea

Safety Hazard/Warning Reporting System - FOR OFFICIAL USE ONLY

Web Enabled Safety System WEISS

Gray Org

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Web Enabled Safety System WEISS



Sample Screen "Skins"

Samples of Screen Color Choices.

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Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Feedback Form](#)
- [Return home](#)
- [JReports](#)
- [Logout](#)

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Activities

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- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [BASH](#)
- [Feedback Form](#)
- [Return home](#)
- [JReports](#)
- [Logout](#)

Your Existing Reports

Drafts

Delete	Serl#	Date	Description
--------	-------	------	-------------

Approval Needed

Serl#	Date	Description
-------	------	-------------

Release Pending

Serl#	Date	Description
-------	------	-------------

Release Action Needed

Serl#	Date	Description
-------	------	-------------

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Your Existing Reports

Drafts

Delete	Serl#	Date	Description
--------	-------	------	-------------

Endorsement Needed

Serl#	Date	Description
-------	------	-------------

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Your Existing Reports

Drafts

Delete	Serl#	Date	Description
--------	-------	------	-------------

Approval Needed

Serl#	Date	Description
-------	------	-------------

Release Pending

Serl#	Date	Description
-------	------	-------------

Release Action Needed

Serl#	Date	Description
-------	------	-------------

Endorsement Needed

Serl#	Date	Description
-------	------	-------------



WESS Main Screen

**WESS**
Naval Safety Center

Activities
[Class A/B Notification](#)
[Create New Report](#)
[Create From Template](#)
[Maintain Account](#)
[Feedback Form](#)
[Return home](#)
[JReports](#)
[Logout](#)

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Your Existing Reports - "User's Name"

Drafts

Delete Serl# Date Description

Approval Needed
Serl# Date Description

Release Pending
Serl# Date Description

Release Action Needed
Serl# Date Description

Endorsement Needed
Serl# Date Description

When your selection is submitted, WESS will return to the main User Environment, now displayed in the color scheme of your choice.



Hey, I Forgot My Password!

To learn about How to Reset WESS Passwords,

[Continue to Module 2-C](#)



[Back to Table of Contents](#)

